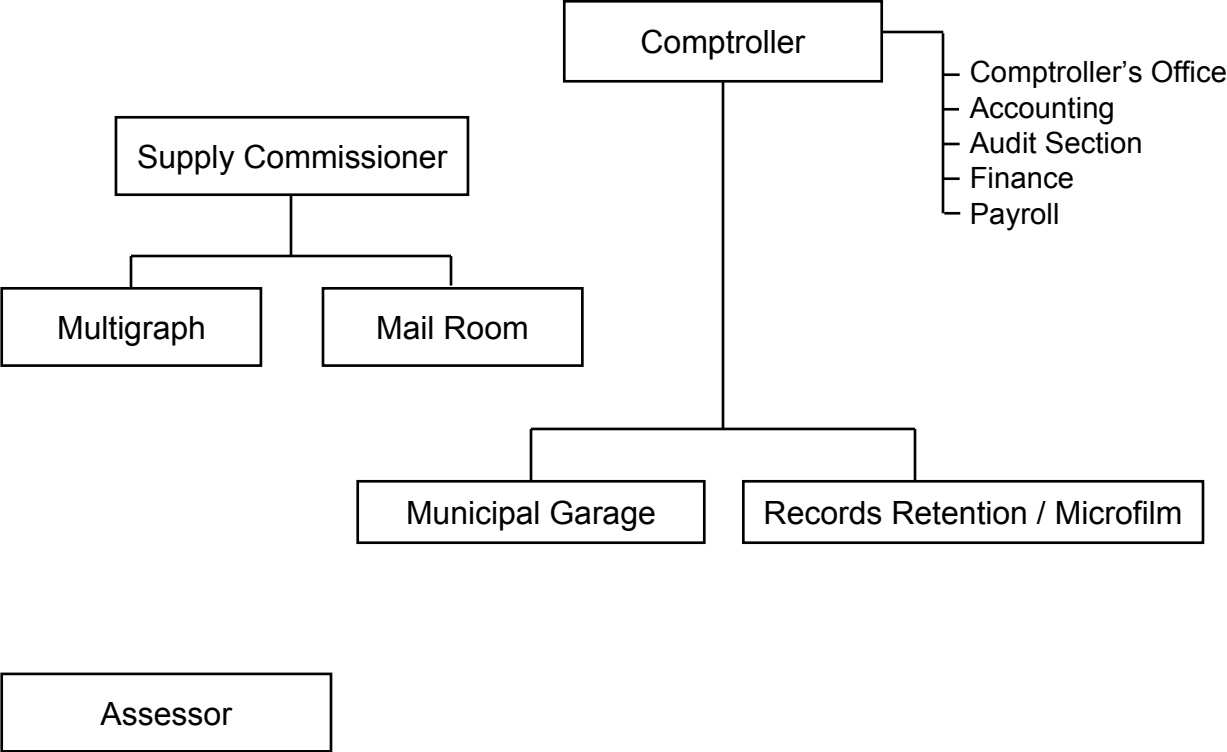


## **DEPARTMENT OF FINANCE**

# DEPARTMENT OF FINANCE



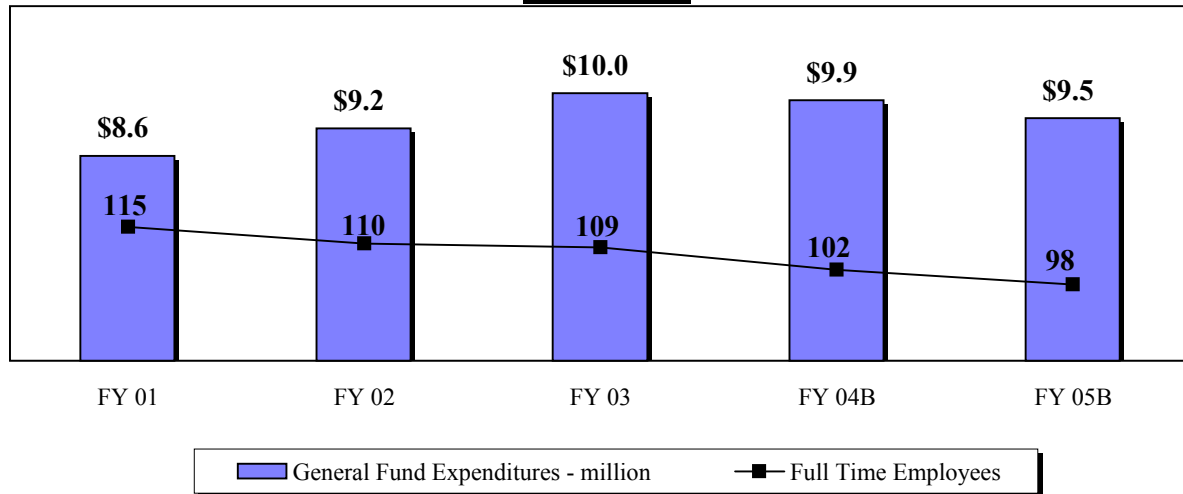
# FINANCE

<b>Budget By Division</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
160 Comptroller	7,744,062	7,823,739	7,131,240
162 Municipal Garage	258,069	256,096	257,887
163 Microfilm Section	290,083	321,549	293,317
170 Supply Commissioner	521,787	541,053	556,026
171 Multigraph Section	1,217,207	939,429	1,241,148
<b>Total General Fund</b>	<b>\$10,031,208</b>	<b>\$9,881,866</b>	<b>\$9,479,618</b>
Lateral Sewer Fund	55,283	56,769	59,300
Tax Increment Financings	2,930,834	2,012,397	1,959,662
Trustee Lease Fund	2,414,361	682,000	526,900
Mail Room Service Fund	590,106	950,937	828,725
180 Assessor (Assessment Fund)	3,981,037	3,769,510	3,988,966
Grant and Other Funds	0	0	643,838
<b>Total Department All Funds</b>	<b>\$20,002,829</b>	<b>\$17,353,479</b>	<b>\$17,487,009</b>

<b>Personnel By Division</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
160 Comptroller	73.5	67.0	62.9
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	10.0	10.0	9.8
171 Multigraph Section	11.0	11.0	11.0
<b>Total General Fund</b>	<b>108.5</b>	<b>102.0</b>	<b>97.6</b>
172 Mail Room	7.0	7.0	7.3
180 Assessor (Assessment Fund)	75.0	68.0	72.0
Grant and Other Funds	23.5	25.0	21.1
<b>Total Department All Funds</b>	<b>214.0</b>	<b>202.0</b>	<b>198.0</b>

# FINANCE

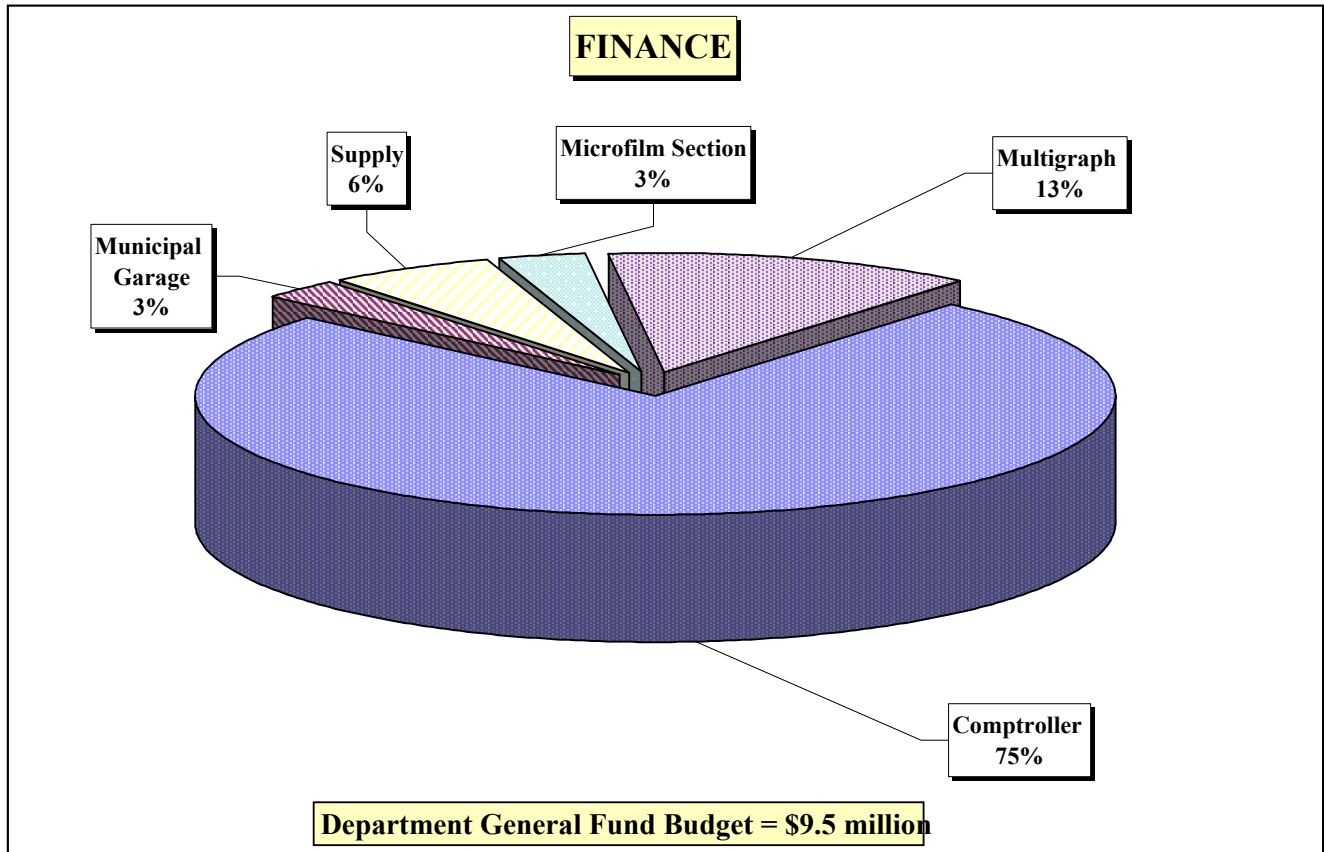
## FINANCE



## Major Goals & Highlights

- o Have 100% of purchase contracts in place prior to expiration
- o Attain 30 day average for processing purchase requisitions and bids
- o Provide for printing costs associated with four scheduled elections
- o Review outstanding debt issues to identify any economically advantageous refinancings of City debt
- o Expedite process for issuing property tax waivers to new City residents
- o Conduct biennial reassessment of resident and commercial real property in City

# FINANCE



## Major Goals and Highlights

- o Enhance production capabilities of Assessor real estate records section through direct electronic linkage to Recorder of Deeds office
- o Realize nearly \$20,000 in annual postal savings through electronically submitting parking violation notices directly to Post Office
- o Complete development of on-line process for bidding and issuance of purchase orders through the Supply Division

**Department: Finance****Division Budget****Division: 160 Comptroller****Mission & Services**

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll and auditing functions as well as supervision of the Municipal Garage, and Microfilm Section. The Comptroller's office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program.

**FY05 Highlights**

In FY05, the Comptroller's office will continue to review existing outstanding debt issues for identifying any restructurings that offer economic advantages to the City.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
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Personal Services	4,055,683	3,896,268	3,745,806
Materials and Supplies	39,372	31,750	27,879
Equipment, Lease & Assets	140,143	149,400	110,000
Contractual and Other Services	3,508,864	3,746,321	3,247,555
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$7,744,062</b>	<b>\$7,823,739</b>	<b>\$7,131,240</b>
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Lateral Sewer Fund	\$55,283	\$56,769	\$59,300
Tax Increment Financings	\$2,930,834	\$2,012,397	\$1,959,662
Trustee Lease Fund	\$2,414,361	\$682,000	\$526,900
Grant and Other Funds	\$34,934	\$754,180	\$643,838

<b>Total Budget All Funds</b>	<b>\$13,179,474</b>	<b>\$11,329,085</b>	<b>\$10,320,940</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
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General Fund	73.5	67.0	62.9
Other	22.5	24.0	21.1

<b>Total</b>	<b>96.0</b>	<b>91.0</b>	<b>84.00</b>
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<b>Department: Finance</b>	<b>Division Budget</b>
<b>Division: 162 Municipal Garage</b>	

### **Mission & Services**

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

### **FY05 Highlights**

No changes in operations are planned in FY05.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
Personal Services	241,670	237,946	241,237
Materials and Supplies	9,070	7,650	7,650
Equipment, Lease & Assets	1,272	2,000	2,000
Contractual and Other Services	6,057	8,500	7,000
Debt Service and Special Charges	0	0	0
	<hr/>	<hr/>	<hr/>
<b>Total General Fund</b>	<b>\$258,069</b>	<b>\$256,096</b>	<b>\$257,887</b>
Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$258,069</b>	<b>\$256,096</b>	<b>\$257,887</b>

<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
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<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

<b>Department: Finance</b>	<b>Division Budget</b>
<b>Division: 163 Microfilm Section</b>	

### **Mission & Services**

The Microfilm Section is responsible for microfilming or scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services.

### **FY05 Highlights**

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
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Personal Services	236,826	242,549	241,804
Materials and Supplies	11,870	25,000	12,513
Equipment, Lease & Assets	25,710	37,000	32,000
Contractual and Other Services	15,677	17,000	7,000
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$290,083</b>	<b>\$321,549</b>	<b>\$293,317</b>
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Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$290,083</b>	<b>\$321,549</b>	<b>\$293,317</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
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General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0

<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
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<b>Department: Finance</b>	<b>Division Budget</b>
<b>Division: 170 Supply Commissioner</b>	

### **Mission & Services**

The Supply Division is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City departments. The division processes approximately 4,700 requisitions per year and administers approximately 263 purchase contracts. In FY04, Supply developed new contracts for document storage, document shredding and turf care services. An ordinance was passed to increase the dollar value of advertised bids from \$500 to \$5,000.

### **FY05 Highlights**

In FY05, Supply will continue working on an online process for bidding and issuing purchase orders. Supply will also be tracking the average number of days to process unadvertised bids into purchase orders.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
o Process advertised bids	1,486	1,200	1,072
o Process supply bids/contract req.	3,579	3,900	3,600
o Administer purchase contracts	276	280	263
o Contracts in place prior to expiration	100%	100%	100%
o Average no. of days to process bids	32	30	30
<b>General Fund</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Budget By Expenditure Category</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>

Personal Services	502,330	521,753	536,726
Materials and Supplies	3,396	2,000	2,000
Equipment, Lease & Assets	8,304	8,500	8,500
Contractual and Other Services	7,757	8,800	8,800
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$521,787</b>	<b>\$541,053</b>	<b>\$556,026</b>
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Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$521,787</b>	<b>\$541,053</b>	<b>\$556,026</b>
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<b>Number of Full Time Positions</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
General Fund	10.0	10.0	9.8
Other	1.0	1.0	0.0
<b>Total</b>	<b>11.0</b>	<b>11.0</b>	<b>9.8</b>

<b>Department: Finance</b>	<b>Division Budget</b>
<b>Division: 171 Multigraph Section</b>	

### **Mission & Services**

The Multigraph Section provides the various forms, brochures, letterheads and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors.

### **FY05 Highlights**

The FY05 budget reflects increases due printing requirements for the primary & general national elections and the primary & municipal local elections this fiscal year.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
o Pre-press composing - typesetting	695	670	710
o Press bindery service - print request	1,565	1,510	1,575
o Copy services - duplication jobs	620	520	630
o Commercial job requests	342	330	330

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
Personal Services	513,689	516,405	522,501
Materials and Supplies	140,267	150,000	200,000
Equipment, Lease & Assets	45,345	48,252	48,252
Contractual and Other Services	517,906	224,772	470,395
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$1,217,207</b>	<b>\$939,429</b>	<b>\$1,241,148</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,217,207</b>	<b>\$939,429</b>	<b>\$1,241,148</b>

<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
General Fund	11.0	11.0	11.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>

**Department: Finance****Program Budget****Division: 172 Mail Room****Mission & Services**

The mail room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for "C.A.S.S Bar Coding" automated mailing, the City receives discounted postage rates and thereby reduces postage expenses. Mail room services also reduce the need for messenger service required by certain departments. This program also offers an inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

**FY05 Highlights**

In FY05, City Court parking violation notices will be sent electronically to the post office and mailed by post card. This will reduce the volume of mail inserts processed by the mail room and reduce City Courts postage costs.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
o Coordinate outgoing mail	1,130,000	1,300,000	1,300,000
o Deliver internal mail	55,100	68,000	70,000
o Provide envelope inserts	410,800	374,000	635,000

<b>Budget By Expenditure Category</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
Personal Services	186,064	234,637	261,425
Materials and Supplies	5,596	4,000	4,000
Equipment, Lease & Assets	0	0	0
Contractual and Other Services	398,446	712,300	563,300
Debt Service and Special Charges	0	0	0
<b>Total</b>	<b>\$590,106</b>	<b>\$950,937</b>	<b>\$828,725</b>

<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
General Fund	0.0	0.0	0.0
Other	7.0	7.0	7.3
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.3</b>

**Mission & Services**

The mission of the Assessor is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous and user-friendly manner. The Assessor's office assesses real and personal property, keeps records of all real estate transactions and maintains a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions with the net operating cost of the office funded through a City subsidy budgeted under Dept. 190 City Wide Accounts.

**FY05 Highlights**

In FY05 the real property appraisal sections will complete the biennial reassessment as prescribed by state law. Market trends will be analyzed to assign appropriate appraised and assessed value effective for 2005.

<b>Performance Measurement</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
o Physical inspection - taxable real property			
- Residential	27,527	25,000	25,000
- Commercial	3,148	3,200	3,150
o Develop market values - biennial	120,094	--	120,100
o Issue personal property tax waivers	18,858	12,000	12,000
o Assess personal property - individual	90,156	101,500	101,500
o Assess personal property - corporate	14,360	14,400	14,400
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Budget By Expenditure Category</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>

Personal Services	3,309,141	3,141,418	3,342,026
Materials and Supplies	24,051	23,086	35,240
Equipment, Lease & Assets	22,260	16,006	14,700
Contractual and Other Services	625,585	589,000	597,000
Debt Service and Special Charges	0	0	0

<b>Total</b>	<b>\$3,981,037</b>	<b>\$3,769,510</b>	<b>\$3,988,966</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY03</b>	<b>Budget FY04</b>	<b>Budget FY05</b>
Total	75.0	68.0	72.0